Abiona Centre
For Infant & Early Mental Health

INTERNAL / EXTERNAL JOB POSTING
Receptionist/Administrative Clerk, Relief

Abiona Centre For Infant & Early Mental Health (the "Centre"), is a client-centered organization focusing on infant and early childhood mental health. We support pregnant and parenting young mothers aged 13-29, along with their babies who reside at the Centre or in the community. As an accredited Children's Mental Health Centre, we are the largest Young Parent Infant Centre in the province.

Our commitment is to create a better future for vulnerable pregnant and parenting young mothers and their children 0-6. Our infant and early childhood mental health programs give our clients the tools they need to build secure relationships with their babies, cope with life's adversities, find help when needed and succeed in life. We offer a live-in treatment program, transitional housing, on-site high school programs, community housing support, housing and community support referral services, and maternal-infant mental health programs. Collaborating with community partners, our multi-disciplinary team provides wraparound programs addressing mental health, education, life skills, and transitional needs. The Centre also operates an EarlyON Child and Family Centre, along with two Early Learning Centres open to families, young women, and their children in the community.

Our vision is a world where families led by young women have the emotional and physical supports to realize their full potential.

The centre requires a Relief Receptionist/Administrative Clerk to provide effective and efficient reception, administrative and clerical services while the regular staff is on leave. This is a confidential position and is excluded from the bargaining unit.

Position: **Receptionist/Administrative Clerk**

Term: Unscheduled and works on a call-in basis / New Positions

Rate of Pay: $19.78 per hour

Reports to: Executive Assistant

Qualification:

- Community College diploma completed, and training in office systems and administration or equivalent education and experience
- Excellent interpersonal/communication skills and ability to work collaboratively as a team member
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point, Microsoft Publisher), Statistical Data Entry. Skills and knowledge of CYSIS would be an asset
- Detail orientation with strong organizational skills
- Some basic clerical accounting/bookkeeping ability and willingness to learn and assist Finance Department

Working Condition:

- Manual dexterity to use desktop computer and peripherals
- Intermittent physical activity, including walking standing, sitting and lifting
- Ability to lift items as heavy as 10 lb.
- Flexibility to work overtime as required

Closing Date: **until filled**

Abiona Centre
1102 Broadview Ave
Toronto, ON M4K 2S5
416.425.6348
www.abionacentre.ca

Sensitive Information please do not share it externally

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The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056 **OR**

Email: hr@abionacentre.ca (please quote "Receptionist/Administrative Clerk, Relief" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: October 16, 2026

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